



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

FINANCE DIRECTOR, HHSA

Class No. 002257

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, direct, organize, coordinate and review the fiscal, budget and financial activities for the Health and Human Services Agency (HHSA); and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated to the Health and Human Services Agency (HHSA). Under the direction of the Director, Health & Human Services Agency (HHSA), incumbents are responsible for managing all financial and budgetary functions and coordinating financial initiatives and programs to ensure consistent and appropriate fiscal practices.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, executes, and evaluates the overall financial and budgetary activities of the Health and Human Services Agency (HHSA).
2. Manages the fiscal function within HHSA.
3. Provides demographic, strategic planning, financial, and/or budgetary resource planning information.
4. Provides strategic policy information to ensure the best use of County resources.
5. Reviews, analyzes and monitors annual departmental budgets.
6. Provides technical direction and assistance to departmental budget managers within HHSA.
7. Identifies problem areas and proposes solutions.
8. Oversees data collection and analysis and recommends improvements to operating systems.
9. Attends staff meetings and may represent the Director, Health and Human Services.
10. Performs special studies and projects as assigned.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Governmental accounting and financial planning.
- Data collection and statistical analysis
- Strategic planning goals and objectives.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Act as an innovative change agent to successfully translate centralized county financial policy to line staff and departmental budget staff.
- Plan, direct, organize and manage the financial and budgetary planning within the Health and Human Services Agency (HHSA).
- Prepare, review, present, and monitor large, complex budgets.
- Identify budgetary or financial problems and develop and recommend solutions.
- Provide decision-making and technical support to agency director.
- Establish and maintain effective working relations with department staff, the public and representatives from industry, media, government, and other agencies.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, finance, accounting, economics, or a closely related field and five (5) years of professional experience with responsibility for finances of various departments within a large company, or public agency. Experience must have included responsibility as a chief financial officer or assistant chief financial officer for a large company or public agency with responsibility for the finances of various departments.

Notes: **A graduate degree in a related field is highly desirable.**

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents work in an office environment, and are exposed to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: April 24, 1998
Revised: June 28, 2002
Reviewed: Spring 2003
Revised: June 15, 2004
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